



Request for Quotes: 2017-009 IT Platform

Indianapolis Private Industry Council, Inc., d/b/a EmployIndy is seeking quotes from qualified vendors of IT Platforms.

Background

EmployIndy guides the local workforce ecosystem and makes strategic investments to remove barriers to quality employment for underserved and underrepresented residents. As the workforce development board for Marion County, guided by 21 business, civic, education and non-profit community leaders, EmployIndy invests \$17 million in public, private and philanthropic funds for both youth and adults annually.

IT Platform: Project Scope and Specifications

EmployIndy is launching the Job Ready Indianapolis curriculum that provides 16-24 year olds with relevant soft skills to become job ready. The curriculum is assessed through a badging system where students are able to achieve badges as they go through each phase of the curriculum and demonstrate their understanding of the competencies with each badge. EmployIndy is looking for an IT Platform with the infrastructure to assess and develop skills, track badges obtained and report out. In addition, the platform must be able to communicate with an existing platform.

EmployIndy is seeking quotes from qualified vendors of IT Platforms with the following functionalities:

Phase I: Case Management - For Providers and Youth:

- Profile creation for youth to manage their account, build a portfolio, sign up for training, and track progress.
- Admin licenses for all providers with portal training and support as well as a master admin access for EmployIndy.
- Database management and reporting by providers, sites, programs, etc.
- Online registration form and training calendar with location, dates, times and badges offered.
- Landing page with "Intro to Badges" video and description of each section/badge and what competencies it covers.
- PDF/downloadable version of the curriculum.

Badge Tracking & Assessment – For Trainers

- Log in capability for trainers.
- Badge assessment rubric (Earned/Not Earned) with back end rubric to show skills demonstrated if earned or not earned.
- Digital badge generation to show on the candidate's profile.

- Build/upload portfolio capability as badges are earned
- Rubric editing capability for the administrator/EmployIndy.
- Progress trajectory data to track time, progress and attendance for reporting and cross referencing purposes

Phase II: Job Portal – For Employers

- Ability for employers to sign up and list their job requirements to be matched with youth that have earned those specific badges based on competency rubric
- Employer version of the rubric to be more condensed to provide a snapshot of what the earned badge means in terms of demonstrated competencies and how it is applicable to the actual job
- Candidate search capability based on skills to shortlist candidates that fit the employer job criteria
- Restricted access to the candidate's profile to see badges earned, parental/guardian consent forms, portfolios and resumes only
- Ability for employers to post their open positions and receive applicant interest notifications through work here
- Sign up for employer engagement activities via the digital form

Vendors should identify whether or not they can meet each of the above functionality and if so, how.

Project & Proposal Requirements

1. EmployIndy is seeking proposals from applicants who are capable of addressing the above stated required functionalities. Proposals must include applicant tracking functionality and synopsis of overall system process.
2. Proposals must include a clear description of the applicant's plan to complete all the components (i.e. in what order will the projects be completed, how long each component will take to complete, etc.).
3. Bidding agencies may be asked to provide a demonstration of their system.
4. It is expected that the point of contact of the selected vendor will provide the agency with ongoing guidance and technical support.

Application Process & Procedures

Please provide a complete written response to this RFQ which is double-spaced and does not exceed 15 single-sided pages.

The following information should be included in the quote:

1. Company Overview:
 - a. Provide a brief organizational history, including year organized.
 - b. Experience working with federal/state funded nonprofit entities.
 - c. Examples of other projects and organizations for which you have provided these services.
 - d. Additional on-going services provided after execution of contract.

- e. Any other unique qualifications.
- 2. Personnel:
 - a. Describe the organization's top executive and management structure.
 - b. Describe how your projects are prioritized to meet deadlines and deliverables. Do you have dedicated staff? Are there representatives located in Indiana?
 - c. Provide an organizational chart and resumes describing the experience of key staff.
- 3. Fee Schedule:
 - a. Demonstrate fees based on providing these services.
 - b. Include a timeline and any additional fees for transitioning to your services.

Applicants must submit one (1) electronic copy of the proposal. Please note that EmployIndy will not return any proposals it receives and will not reimburse applicants for any costs they incur in developing their proposals.

All quotes should be submitted no later than 12:00 p.m. EST, Friday, December 22, 2017 to Sara Phillips at sphillips@employindy.org.

Any questions should be submitted via email to Sara Phillips at sphillips@employindy.org no later than 5:00 p.m. on Wednesday, December 20, 2017. Answers to submitted questions will be made available on the EmployIndy website by close of business December 21, 2017.